

**SECRET**  
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110072-6  
**REPORTS INVENTORY**

PREPARE IN DUPLICATE

DDS/OF-138

1. TITLE OF REPORT (if a fill-in report include Form No.)

Shortages & Losses

2. TYPE  
OF  
REPORT

☒ STATISTICAL

☒ NARRATIVE

☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☐ PERSONNEL

☐ TRAINING

☐ LOGISTICS

☐ SECURITY

☐ MEDICAL

☒

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Various

6. DISTRIBUTION (No. of components not number of copies)

7. FORMAT (memorandum, form computer print-out, etc)

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Memo &/or Dispatch ☒

☐ NO

25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)

Offices or stations having a shortage or loss. Usually DDP components

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

All cases are incorporated into annual report to DCI

## 12. COST FACTORS

### A. MANUAL PREPARATION AND REVIEW COSTS

| GRADE | HOURLY RATE | <input checked="" type="checkbox"/> | HOURS PER REPORT | = | COST PER REPORT | <input checked="" type="checkbox"/> | TIMES PREPARED | = | COST PER YEAR |
|-------|-------------|-------------------------------------|------------------|---|-----------------|-------------------------------------|----------------|---|---------------|
|       |             |                                     |                  |   |                 |                                     |                |   | \$15,000.00   |

### B. COSTS OF COMPUTER PRODUCED REPORTS

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

**TOTAL COSTS PER YEAR**

\$ 15,000.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.